



United States
Department of
Agriculture

Food and
Nutrition Service

Mountain
Plains Region

1244 Speer Boulevard, Suite 903
Denver, Colorado 80204-3585

MAY 09 2002

REPLY TO

ATTN OF: SFSP-456

SP-2002 02-20

SUBJECT: Summer Food Service Program (SFSP): Questions and Answers (Q & As)
Including Follow-up Questions on Upward Bound and Seamless Summer Feeding
Waivers

TO: STATE AGENCY DIRECTORS – Colorado ED, Iowa, Kansas, Missouri DH,
(Special Nutrition Programs) Missouri ED, Montana OPI, Nebraska,
North Dakota, South Dakota, Utah and
Wyoming

For your information, attached is a list of policy Q & As for the SFSP that we have compiled based on questions raised by State Agencies (SA) since our last Q & A memorandum, SFSP-439 was issued on January 16, 2002.

As you know, we periodically review questions asked by SAs and issue a Q & A such as this. If you have any questions, please contact my staff at 303-844-0359.

Darlene Sanchez
DARLENE SANCHEZ
Regional Director
Special Nutrition Programs

Attachment

Nielsen, Mary

From: Nielsen, Mary
Sent: Tuesday, May 28, 2002 11:33 AM
To: Ann McCormack (E-mail); Christine Emerson (E-mail); Connie Stefkovich (E-mail); Dan McMillan (E-mail); Jodi Mackey (E-mail); Julia Thorius (E-mail); Kathy Grafsgaard (E-mail); Katie Mordhorst (E-mail); Laura Oscarson (E-mail); Sandra Kangas (E-mail); Willene Alley (E-mail)
Cc: MPRO CNP STAFF MAILING LIST; MPRO FIELD EMPLOYEES; Martinez, Bette
Subject: SFSP-456 and SP-20-02 memo

On May 9, we sent above memo out that had Q & A's for SFSP. We inadvertantly put the wrong SP memo number on that memo. Please pen and ink your hard copy to note it is SP-02-20. Sorry for any inconvenience.

**Summer Food Service Program (SFSP)
Questions and Answers
May, 2002**

Upward Bound (UB) Requirements

1. Q. Is an UB sponsor required to issue a parent letter when UB income eligibility data is used?

A. An UB sponsor is not required to send a parent letter; Policy Memorandum SFSP-444 allows data collected by UB officials to be used for SFSP eligibility determinations.
2. Q. If the UB budget lists a lump sum for room and board on the application, must the sponsor report how much is for food and how much is for lodging?

A. Yes, the UB sponsor must identify how much of the sum is for food and how much is to be used for other purposes, otherwise the whole amount would be considered income to the Program and deducted from costs.

UB Camp Sites

3. Q. Can UB camp sites, as defined by SFSP regulations, automatically claim reimbursement for meals served to all children?

A. No. However, sponsors of UB camp sites can use an UB application in lieu of an SFSP application. Those children who were determined eligible for UB based on income may be considered eligible for SFSP meals. Children who were determined eligible for the UB solely on the basis of being a potential first generation college student are not automatically eligible for SFSP.
4. Q. On a review at an UB camp site, what must the State Agency (SA) review on the applications?

- A. In the case of an UB application, the SA is checking to ensure that the child is participating in the UB Program on the basis of income eligibility rather than as a potential first-generation college student.
5. Q. Does the SA or Federal reviewer have the legal right to review UB applications? (This is a concern about privacy issues.)
- A. We are not aware of any restrictions under UB legislation that would prohibit an SA or Federal reviewer from seeing UB family applications. However, if an UB program does not believe it can allow a SA reviewer to see those family applications, then it will need to continue using the SFSP free meal application, as in the past.
6. Q. Unlike the SFSP, UB does not necessarily gather new income eligibility data from households every year. Is a child who is determined to be eligible based on his application considered to be eligible in the SFSP even if the UB application was taken prior to the current year?
- A. Yes. As indicated in Policy Memorandum SFSP-444, we are treating the two applications as equal for this program year. We will reevaluate this position before deciding whether to extend this interpretation for use in future years.
7. Q. Can the UB sponsor consider a residential camp a closed enrolled site and claim up to two meals per day served to each camper?
- A. No, a residential camp may only be classified as a residential camp as explained in Policy Memorandum SFSP-348 #4.

Closed Enrolled UB Sites

8. Q. Can sites that serve exclusively UB participants automatically qualify as closed enrolled sites as defined by SFSP regulations?
- A. Yes. Upward Bound rules require that two-thirds of the participants in a particular program are both low-income and potential first-generation

college students; the remaining one-third must be either low-income or potential first-generation college students. Since the percentage of income eligible UB participants at any site exceeds the SFSP closed enrolled site requirement of 50 percent, these sites can automatically qualify as closed enrolled sites.

Seamless Summer Feeding Waivers

9. Q. Is the SA required to offer Seamless Summer Feeding Waivers to school food authorities (SFA)?
- A. No. Waivers are always evaluated at the request of the SA, but are not required
10. Q. Is it allowable to approve a Seamless Summer Feeding Waiver at an enrolled summer school site located in a non-eligible area? The SFA sponsoring the site will open enrollment to all area children as well as the summer school children.
- A. Yes. This is allowable as long as the SFA advertises the availability of meals and opens enrollment to area children and summer school children. If a SFA limits enrollment to only summer school children, it must remain on the National School Lunch Program as explained in Section 225.14(d)(2).
11. Q. What types of documentation could be used to verify that an enrolled site under a SFA in a non-eligible location has adequately advertised the availability of meals and opened enrollment to area children?
- A. Types of documentation could include copies of flyers sent home with children, newspaper advertisements, and printed or taped information provided to television and radio stations. The SA could require additional types of documentation if desired.

Meal Service

12. Q. Must a cap be set for all site types or only for vended sites?
- A. As explained in Section 225.6(d)(1)(iii), the SA must establish a meal service cap for all sites. Section 225.6(d)(2) restates this requirement for vended sites. In addition, Section 225.9(f) explains that a cap must be established for vended sites and restricts the sponsor from claiming meals in excess of the established cap. There is no restriction against claiming meals over the established cap for self-preparation sites.
13. Q. If a sponsor vends meals from a school food authority, must the meals be unitized?
- A. Yes, all vended meals must be unitized, whether procured from a food service management company or a school food authority.
14. Q. When family style meals are served in the SFSP, must some of every food component be placed on the plate?
- A. Yes. Please see Instruction 783-3, Revision 1, for an explanation of family style meal service for the SFSP.

Site Approval

15. Q. A sponsor of an area eligible site wants to provide lunch meals to the community. Is it allowable for the sponsor to provide activities only for targeted groups after lunch?
- A. Activities do not need to be open to all at an open SFSP site. However, meals must be available to all children.